



TENNESSEE DEPARTMENT OF EDUCATION

Job Posting

Executive Director, Office of Early Learning, Division of Student Support and Services

Job Description

This position reports to the Assistant Commissioner of the Division of Student Support and Services and performs the following duties:

- Oversees the work of the Office of Early Learning, which includes TN Early Intervention Services, Head Start State Collaborative, Preschool Special Education Services, School-Based Support Services, and Voluntary pre-K

All:

- Increase the academic readiness of children served by TEIS, Head Start, and Voluntary Pre-K through a focus on teacher quality/evaluation, program quality/evaluation, and student progress monitoring
- Develop or strengthen teacher evaluation systems in each early childhood program for the purpose of improved student outcomes
- Review teacher licensing standards or employment standards to promote the preparation and selection of high quality service providers
- Develop or strengthen program evaluation systems in each early childhood program for the purpose of improved student outcomes
- Collaborate with the Instructional Programming team to deliver professional development around evidenced based instructional practices
- Create and promote routine opportunities for the provision of stakeholder professional development across early childhood programs
- Ensure the alignment of early childhood teaching standards (i.e., TN-ELDS) to Kindergarten standards
- Increase the amount of inclusive classrooms across the state through collaboration between Voluntary Pre-K, Head Start, and IDEA Preschool
- Promote cross-team collaboration and teamwork across early childhood programs
- Collaborate with other state agencies with regard to early childhood student progress monitoring

TEIS:

- Review evaluation systems for all service providers to include Eligibility Coordinators, Service Coordinators, Developmental Therapists, and etc.
- Improve the quality of EIRAs by strengthening the vendor selection and evaluation processes
- Oversee the Part C SSIP—focus on ECO Outcome “Acquisition and Use of Knowledge and Skills”

VPK:

- Identify pre- and post-test assessment measures to show growth and/or value added aligned with state approved Kindergarten readiness assessments
- Create a list of state approved Kindergarten readiness assessments
- Implement a measure of fidelity to ensure that districts are teaching from a state approved curriculum
- Review/revise the list of state-approved curricula
- Rectify ongoing enrollment and accountability issues

619:

- Work to better align the roles and responsibilities of the 619 team to include the Coordinator and 619 Regional Consultants
- Finalize, distribute, and provide in-depth and ongoing training relative to the 619 Preschool IEP Manual

School-based Support Services:

- Ensure audit findings have been resolved to include the implementation of a more robust internal observation and accountability structure
- Reframe the focus of monitoring to not only address compliance but to also offer quality improvement recommendations
- Consider revising the current accountability system to include items built around quality improvement
- Provide ongoing and job-embedded professional development to Program Evaluators around child development and program quality

Communication, Interpersonal and Team Skills:

- Builds and maintains strong relationships with colleagues and constituencies
- Works successfully alone or on a team
- Coaches, coordinates, and leads teams
- Strong verbal and written communication skills; tailors message for the audience, context, and mode of communication
- Actively listens to others and able to effectively interpret others' motivations and perceptions
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Skillfully navigates existing political structures/systems

Leadership Skills:

- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team; excellent at identifying talent and taking advantage of each person's skills and contribution to a team effort
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, business, faith-based, and/or stakeholder groups
- Establishes clear expectations and deadlines
- Sets clear agendas and facilitates effective meetings
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Interested applicants should submit a letter of interest and resume' to Joey.Hassell@tn.gov.